



# STATE OF MONTANA STATEWIDE INTEROPERABILITY GOVERNING BOARD BY-LAWS

## **ARTICLE I: NAME**

In accordance with Montana Governor's Executive Order # 10-2013, signed on October 1, 2013, the name of the body having primary oversight of public safety communications interoperability strategies within the State shall be named the Statewide Interoperability Governing Board (SIGB).

## **ARTICLE II: PURPOSE**

The primary purpose of the SIGB is to ensure the future of interoperable public safety communications in Montana as described in Montana's Homeland Security Strategic Plan (HSSP) and Montana's Statewide Communications Interoperability Plan (SCIP).

## **ARTICLE III: GOVERNANCE STRUCTURE**

The State of Montana's interoperability governance structure shall consist of a single board, the SIGB, who will coordinate the state-wide interoperable public safety communications strategy. The SIGB shall be assisted by the Statewide Interoperability Coordinator (SWIC) and by various working groups which operate under the authority and direction of the SIGB and report directly to the SIGB.

The SIGB will establish a shared vision and collaborative decision-making processes that support interoperable public safety communications efforts to improve communications, coordination, and cooperation across disciplines and jurisdictions. The SIGB may charter working groups as deemed necessary to accomplish the SIGB missions.

## **ARTICLE IV: MEMBERS**

### **1. SIGB Membership**

The membership of the SIGB consists of fifteen members; thirteen voting and two non-voting members. These members shall represent the departments/entities established as members within the Executive Order. The members are the directors or chief executive officers of principal agencies within the State of Montana and public safety stakeholder associations. The following State of Montana agencies and public safety stakeholder associations comprise the voting membership of the SIGB:



- the Attorney General or his designee;
- Governor's Office representative;
- the Montana Chief Information Officer or his designee;
- the Montana Department of Transportation Director or his designee;
- the Montana Director of Indian Affairs;
- a representative of the Montana Sheriffs and Peace Officers Association;
- a representative of the Montana Fire Chiefs Association;
- a representative of the Montana State Volunteer Firefighters Association;
- a representative of the Montana EMS Association;
- a representative of the Montana Association of Counties;
- a representative of Montana Association of Chiefs of Police;
- a representative of the Montana League of Cities and Towns; and
- a representative of the Montana Department of Military Affairs;

The SIGB also includes two non-voting members that are representatives of the Montana telecommunications industry.

It is permissible for a department/association representative to designate, in writing, an alternate to represent him or her at SIGB meetings if he or she is unavailable to attend a regularly scheduled meeting. Alternates shall be nominated solely at the discretion and direction of an agency or association acting representative, and must be granted written authority to vote for that member in his or her absence. It is encouraged that SIGB members inform and include their alternates in SIGB meetings.

## **ARTICLE V: RESPONSIBILITIES OF THE SIGB**

The SIGB is the primary board responsible for developing and improving interoperable public safety communications in the State of Montana. In addition to developing a state-wide interoperable public safety communications strategy, the SIGB is also responsible for the duties listed below:

- Continue to oversee and coordinate the completion of the statewide public safety land mobile radio (LMR) backbone by strategic planning and prioritization of tasks, resources and grant dollars to local jurisdictions as required by the U.S. Department of Homeland Security;
- Engage all public safety stakeholders in the development of a long-term, viable plan for the ongoing operation and maintenance of the statewide public safety LMR system in Montana;
- Oversee and provide guidance in the implementation of the U.S. Department of Commerce, National Telecommunications and Information Administration, State and Local Implementation Grant Program (SLIGP);



- Provide oversight of and consult with the First Responder Network Authority (FirstNet) as the Nationwide Public Safety Broadband Network (NPSBN) is deployed in Montana;
- Encourage all public safety stakeholders to participate in the FirstNet NPSBN;
- Coordinate and otherwise encourage the integration of public and private communications resources as requested by FirstNet;
- Lead strategic decision-making with regard to Montana's public safety communications;
- Research and evaluate best practices;
- Develop recommendations for statewide standards;
- Facilitate the effective use of available resources;
- Act as an information resource;
- Serve as a policy point of contact for Federal, Tribal, State, Regional, and Local and international public safety communications interoperability efforts;
- Develop recommendations for legislation required to further provide interoperable public safety communications efforts; and
- Approve and adopt all updates and modifications to the State of Montana's Statewide Communications Interoperability Plan (SCIP).

#### **ARTICLE VI: SIGB OFFICERS**

1. The SIGB officers shall consist of the Chair, and Vice Chair. The SIGB Chairman is designated by the Governor.
2. The Vice Chair and all other officers required by the SIGB will be elected by a majority of the voting members of the SIGB.
3. Each officer's term shall be effective at the close of the meeting at which they are installed. No member may hold more than one office at a time. In the event of a vacancy in one of the officer positions, the Chair may appoint a member to serve for the remaining portion of the term.
4. The Chair's duties and responsibilities include directing the operations of the SIGB; representing the SIGB as its principal spokesperson; directing the preparation of the agenda for all SIGB meetings; presiding at meetings; and appointing members to permanent and temporary working groups.
5. The Vice Chair shall exercise the duties and responsibilities of the Chair whenever the Chair is unable to serve.

#### **ARTICLE VII: BOARD MEETINGS**

1. All board meetings and business transacted by the board will comply with all applicable Montana laws, regulations and policies. Notice of SIGB meetings will be posted 5



working days or more prior to the meeting date, but never less than 72 hours before the meeting.

2. The SIGB shall meet no less than quarterly and maintain a distribution list of interested parties for meeting notifications.
3. The Chair of the SIGB may call additional meetings as deemed necessary, but not less than quarterly. Regular SIGB meetings may be cancelled by the Chair upon agreement by a majority of the voting members. Notice of such cancellation shall be provided as far in advance of the scheduled meeting as possible. Notice of special meetings shall include the date, time, place and agenda and be sent to Board members at least three calendar days prior to the meeting. Business at special meetings shall be limited to the subjects listed in the published agenda.
4. Members unable to attend the meetings may submit a proxy to the Chair, in writing, by mail, fax or electronic mail.
5. The agenda for the SIGB Board meeting shall be published by the Chair and sent to all Board members prior to the meeting. At the beginning of a regular meeting any member may move to amend the published meeting agenda.
6. Regular meetings of the SIGB will be conducted in the following order:
  - a. Call to order;
  - b. Motions, if any, by members to amend the published agenda;
  - c. Approval of the minutes of prior meeting(s);
  - d. Reports by standing working groups;
  - e. Old business;
  - f. New business;
  - g. Other business;
  - h. Public comments;
  - i. Motion to adjourn.
7. Upon the request of any voting SIGB member, immediately preceding a vote by the Board, the staff assistant shall repeat the motion, name of the person making the motion and the name of the person who has seconded the motion. Any Board Member may request to have their vote entered in the minutes.
8. When both a voting member and their alternate are present at a regular meeting or working group meeting, only the voting member may cast votes and be recorded in proceedings.
9. The quorum for transaction of SIGB business is a simple majority of its voting membership. A minimum of seven votes are required to approve any motions or transactions before the board.



10. Any dispute that arises in the course of the official duties of the SIGB or any working group shall be resolved by the Chair-e.g., a dispute at the working group level working groups shall be resolved first by the Chair of the working group, and next by the Chair of the SIGB. A decision by the Chair of the SIGB shall be final.

#### **ARTICLE VIII: AMENDMENT OF BY-LAWS**

These By-Laws may be amended at any regular meeting of the SIGB. A minimum of seven voting members shall be present, representing a quorum, is required for such amendments.

#### **ARTICLE IX: ROBERT'S RULES**

Unless otherwise specified, Robert's Rules of Order will prevail in board proceedings.